

Initial: 12/10/82
Reviewed/revised: 2/13/08
Revision: 6

**MILWAUKEE COUNTY EMS
OPERATIONAL POLICY
DOCUMENTATION
EMS RUN REPORT COMPLETION**

Approved by: Kenneth Sternig, MS-EHS, BSN, EMT-P
Approved by: Ronald Pirrallo, MD, MHSA
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POLICY: The paramedic team will complete, in a timely manner, an EMS run report (EMS Report Form) on all patients examined.

- Documentation will include all medical information and all medical care provided entered in the appropriate places on the EMS run report. See the *Handbook for Completing the Scannable EMS Report Form* for specific instructions. The treatment/triage decision must be clearly supported.
- Any ALS assessment or intervention by PFR or MED unit, including ECG rhythm interpretation, requires completion of the run report by the PFR or the ALS team.
- If a Basic Life Support (BLS) unit is transporting the patient, the ALS report documentation will be completed prior to the departure of the paramedic unit and the transporting unit from the scene. The time of the turnover must be documented. The criteria of the Standard of Care: Transfer of Care (Turn-Down) is required.

Shared EMS Report Form

Both BLS and ALS fire department personnel in Milwaukee County complete their documentation on the same EMS report form. Each fire department municipality will have their own department name on the top of the form.

The first arriving fire department EMS unit who assesses the patient initiates the EMS report form. If the run is an ALS call, typically the BLS unit will arrive first, document any patient assessment and treatment. When the ALS unit arrives, the BLS unit will give the intact four-part form to the ALS unit for documentation of their assessment and treatment. The *transporting fire department unit* maintains possession of the intact four-part form.

NOTE: Some fire departments have chosen not to share the form across their city borders at this time. In this case, each fire department municipality would start and complete their own EMS report form on the same patient. The transporting unit should receive the Hospital Copy from any other unit who assessed the patient. See below:

Departments Sharing the EMS Report Form Between Municipalities

- Both the BLS and ALS units will document on the same report form no matter which fire department they are from. The transporting unit will take the entire run report (all 4 copies).
- If two different fire departments are involved, when the call is over, the fire department of the transporting unit must send a photocopy of the EMS report to the other fire department who documented on the form.

Departments NOT Sharing the EMS Report Form Between Municipalities

- If the BLS unit who initiates the form is from the same fire department as the ALS unit, both units will document on the same report form and the entire run report (all 4 copies) will be given to the transporting unit.
- If the BLS unit who initiates the form is NOT from the same fire department as the ALS unit, each unit will complete their own report form. The unit turning over the patient will give the Hospital Copy of their EMS run report to the transporting unit.

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Documentation by Type of Unit

ALS\BLS Units approved in the Milwaukee County EMS Plan, have the flexibility to be dispatched on BLS level calls as well as ALS level calls and may transport patients at either level. Documentation will vary depending on the designation of the unit, which is reliant on the daily staffing and equipment stocked on the unit. **In addition, an ALS\BLS Unit responding with a dedicated ALS Unit may be documented as a PFR to eliminate the need for completion of the Transfer of Care form.*

2 Licensed Paramedics (ALS Unit)

- Units staffed with at least 2 paramedics and stocked with all required ALS equipment, shall be designated as a Med Unit*. A designated Med Unit shall document using the assigned Med Unit number for all level of dispatches.
- Call the Milwaukee County Communication Base for a radio frequency.
- Complete all ALS sections on the EMS Report form, including the ALS Vehicle Personnel section. (The Dispatch Level section on the EMS Report form will identify the initial level of the dispatched call.)
- The Transport Mode section on the EMS Report form will identify the final level of the dispatched call and the correct billing level.
 - Complete, "FD ALS" for patients transported at the ALS level.
 - Complete, "FD BLS" for patients transported by the Fire Department at the BLS level.
- Close the call with the Communication Base.
 - ALS transports, relay patient information for hospital notification.
 - BLS transports, relay patient information for hospital notification.
- Units stocked with only PFR supplies, shall be designated as a PFR Unit. (See PFR Unit below)
- Units stocked with only BLS supplies, shall be designated as a BLS Unit. (See BLS Unit below)

1 Licensed Paramedic (PFR Unit)

- Units staffed with at least 1 paramedic and stocked with PFR supplies, shall be designated as a PFR unit and use the vehicle unit number, i.e., R3, E1, R1883.
- Complete all BLS/PFR sections on the EMS Report form, including the BLS/PFR Vehicle Personnel section.
- Units without PFR (or ALS) supplies shall be designated as a BLS unit. (See BLS Unit below)

0 Licensed Paramedics (BLS Unit)

- Units staffed with 0 paramedics, shall be designated as a BLS unit and use the vehicle unit number.
- Complete all BLS/PFR sections on the EMS Report form, including the BLS/PFR Vehicle Personnel section.

Multiple Casualties

- When multiple victims are present at a scene (3 or more) and the paramedic team is caring for one or more patients, other patients who are triaged but not completely assessed by the paramedic team do not need to have a run report generated by the paramedics if it will interfere with the ALS care of the critical patient(s).
- When multiple victims are present at a scene (3 or more) and no patient at the scene requires ALS care, the paramedics will function as the triage team. The team leader will prepare one (1) Overflow run report. In the section for patient name, the designation "Multiple Casualty" will be entered. Date, incident number, emergency location, unit letter and number, and times are entered as usual. In the treatment log section the team leader will list each patient's name, date of birth, chief complaint, vital signs, transporting unit and destination. The transporting unit(s) must complete a standard EMS run report.

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Refusal of Care and/or Transport

If a patient refuses care and/or transport, the following information (in addition to standard documentation) will be placed on the run report:

1. A statement indicating the patient is an alert/oriented adult
2. Medical treatment and transport options were offered to the patient
3. The paramedic team informed the patient of the possible consequences, including potentially life-threatening conditions, of refusing medical care
4. The patient was encouraged to seek medical help for his/her condition
5. The patient indicated he/she accepts the risks of refusal of care

The team leader completing the EMS run report will have the patient initial the line in the lower left hand corner: "I refuse treatment/transport against medical advice and understand/accept the risks" and have the patient sign below.

Patient Signature

- The patient signature is *required* on all run reports. If the patient is unable to sign, ask a family member or witness to sign and document their relationship to the patient. A full name signature is required, initials are not acceptable. The witness signature validates that patient care was provided by EMS personnel, it does not imply any financial responsibility.
- If no family member or witness is available, the receiving Emergency Department RN may sign.

Deceased Patients

If the patient is deceased at the scene (either no resuscitation was attempted or the resuscitation was terminated in the field) the run report should be handled as follows:

1. If the Medical Examiner is at the scene, give the Hospital Copy of the EMS run report to the Medical Examiner.
2. If a BLS squad (private or fire department) will be transporting, give the Hospital Copy of the EMS run report to the BLS squad who in turn should give it to the physician at the receiving hospital.
3. If control of the scene is given over to a police officer or private Ambulance Company awaiting arrival of the Medical Examiner, the Hospital Copy of the EMS run report is to be sealed in an envelope. Write the patient's name, the designation of the paramedic unit and the names of the paramedics on the outside of the envelope. (State law forbids the review of the contents of the run report by the police without the written permission of the next of kin or a court order.)

Copy Distribution

When completed, there are four copies of the report form to distribute as follows:

- Top Copy: Milwaukee County EMS Copy
To be sent to Milwaukee County EMS where it will be scanned and filed with the base station physician's medical command form, if any.
- Part Two: Fire Department Copy
- Part Three: Fire Department Billing Copy
The second and third copies are forwarded to the appropriate fire department administration, one will be filed, and the other will be used for fire department billing, if applicable.
- Part Four: Hospital Copy
To be left with the patient at the hospital.

Prior to submission to Milwaukee County EMS, each fire department administration will separate the EMS Reports into two piles based on the type of call: BLS/PFR or ALS.

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Correcting Written Errors

If a written error occurs while completing the report, draw one (1) line through the mistake, mark it as "error", place your initials next to the error and write in the corrected information.

Amending Reports

If a late entry needs to be made to a completed and distributed patient EMS report, an amended report should be filed. Use the Overflow/Transfer of Care form for this purpose. Write in the following information:

- Case No. from the original EMS Report form
- Date of the run
- Fill in Overflow circle
- Incident Number
- Unit Letter
- Unit Number
- Patient Name

Use the narrative to explain what information was left out of the original report or if a written error was made. Be sure to include the date and time the amended report was filed. The report writer should then sign the report and distribute the copies as labeled. The hospital only needs to be notified if there was a medication error.

Legal Issues

The EMS run report is both a legal and medical document. Medical information on the record is confidential and should not be released without proper (legal) authorization. The fire department owns the record, but the patient owns the information documented on the record. Persons requesting a copy of or information from the record should be referred to the fire department administration.